



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
NAVAL AIR STATION
PENSACOLA, FLORIDA 32508-5100

CNETINST 1500.18A
N-63
JUL 21 1989

CNET INSTRUCTION 1500.18A

Subj: RESPONSIBILITIES AND PROCEDURES FOR NAVEDTRACOM PARTICIPATION IN
CONTRACTOR DEVELOPED TRAINING

Ref: (a) OPNAVINST 1500.2F
(b) OPNAVINST 1500.44A
(c) OPNAVINST 1500.8M
(d) OPNAVINST 1500.11G
(e) OPNAVINST 1500.52
(f) NAVCOMPT Manual, Volume 7, para. 075365
(g) OPNAV P-111-1-86
(h) MIL-STD-1379C

1. Purpose. This instruction sets forth policy and responsibilities for Naval Education Training Command (NAVEDTRACOM) participation in contractor development of training programs in accordance with reference (a).

2. Cancellation. CNETINST 1500.18

3. Discussion. Training programs required to support new naval weapons systems are funded by OPNAV resource sponsors as part of the Weapon System Acquisition Process (WSAP), and procured through contract by a Training Support Agency (TSA). The TSA may be either a Naval Systems Command (SYSCOM) or a Special Program Manager (PM). The Chief of Naval Education and Training (CNET) is designated as a Training Agency (TA) by reference (b). As TA, CNET has responsibility for implementing the contractor developed training programs into NAVEDTRACOM formalized schools. Reference (a) provides policy and responsibility for necessary interface among OPNAV mission and resource sponsors, TSAs, and TAs during the WSAP and all other contract acquisition of training programs. This instruction implements reference (a) within the NAVEDTRACOM and provides procedures for execution of CNET TA responsibilities.

4. Definition. The phrase "contractor developed training" is defined as that training developed by contractors, equipment vendors, or manufacturers for use within the Navy. "Contractor developed training" includes initial (factory) training and all other training programs or curriculum materials which are procured by the TSA for use within the Navy (see references (a) and (c) through (h)).

5. Responsibilities

a. CNET

(1) Provide membership to the Navy Training Oversight Committee established by reference (a).

(2) Identify a Program Officer as a point of contact for each acquisition program/project.

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b. CNET Acquisition Program Officers will:

(1) Represent CNET with OPNAV, SYSCOMS, and PMs for all matters pertaining to contractor developed training programs.

(2) Maintain continuing liaison with OPNAV, SYSCOMS, and PMs for the purposes of identifying NAVEDTRACOM training requirements for new weapon systems.

R) (3) Coordinate NAVEDTRACOM inputs into the development of Contract Statements of Work (SOW) and modifications thereto, Contract Data Requirements Lists, and other contract specifications for training programs, products, and services for which CNET will be the training agent.

(4) Maintain continuing liaison with PM and TSA for management/coordination of NAVEDTRACOM participation in the acquisition process.

(5) Delegate functional command and user activity WSAP responsibilities as appropriate and coordinate interface between these activities and TSAs.

(6) Ensure participation as required in contract source selection, technical evaluation of bids, and other efforts to qualify or brief potential contractors prior to performance start date.

(7) Budget and fund NAVEDTRACOM travel costs incidental to the planning, development, and acceptance of the training elements of Weapon System Acquisition including initial training.

(8) Ensure CNET representation in the preparation and modification of Navy Training Plans (NTPs) and coordinate all NAVEDTRACOM participation.

(9) Ensure CNET representation on Integrated Logistics Support (ILS) Audits and CNET Flag representation on Logistics Review Groups (LRGs) when appropriate.

c. Functional Commanders

(1) As designated Curriculum Control Authority, represent NAVEDTRACOM in matters pertaining to contractor developed training programs. Maintain liaison with cognizant CNET Program Officer.

(2) Participate on the Manpower, Personnel, and Training (MPT) Advisory Board as provided in reference (g).

(3) Identify a Project Officer as point of contact for each assigned contractor developed training project, who will:

R) (a) Coordinate all matters pertaining to assigned contractor developed training programs with the cognizant CNET Acquisition Program Officer.

(b) Provide subject matter experts and take other appropriate action to support the HARDMAN MPT analysis of new weapon systems, and the TSA in development of training.

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(c) Participate in in-process reviews arranged by the TSA to assist in determining acceptability of curriculum and training materials.

(4) Conduct a pilot course as the final review and evaluation of the curriculum, instructional strategy, and supporting materials. For aviation training programs that do not result in traditional courses, conduct a training systems evaluation in lieu of a pilot course.

(5) Ensure that instructor level personnel are involved and have input in the above actions as appropriate.

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